

**Administrative Permit: GUEST LIVING QUARTERS**

		FEES	DEPOSIT/FEE	FEE CODE
DPLU PLANNING		\$1,800	D	4900
DPLU ENVIRONMENTAL		\$590**	F	2600
DPW ENGINEERING		*		
DPW INITIAL STUDY REVIEW		*		
STORMWATER	MINOR	--		
	MAJOR	--		
DEH	SEPTIC/WELL	\$692	F	
	SEWER	--		
PARKS		--		
<b>TOTAL</b>		<b>\$3,082</b> (if over 600 sq. ft. & on septic/well) <b>\$2,390</b> (if over 600 sq. ft. & on sewer) <b>\$2,492</b> (if less than 600 sq. ft. & on septic/well) <b>\$1,800</b> (if less than 600 sq. ft. and on sewer)		

VIOLATION FEE     \$500    

\*Planner may request DPW review and fees later

\*\*CEQA Exemption Review for projects over 600 square feet

**FORMS/REQUIREMENTS**

- 90A Typical Plot Plan
- 126 Acknowledgement of Filing Fees and Deposits
- 267 Appointment Letter
- 278 Public Notice Certification for Administrative Permit
- 279 Public Notice Procedure for Administrative Permit
- 305 Ownership Disclosure
- 320 Evidence of Legal Parcel
- 346 Discretionary Permit Application Form
- 346S Supplemental Application Form
- 386 Consent to Granting of Administrative Permit
- 581 Plan Check Pre-Application Notice
- G-3 Determination of Legal Parcel

**NOTES**

- \_\_\_ 1. Ten (10) copies of the plot plan, elevation drawings and floor plans. **(Folded to 8½" X 11" with the lower right-hand corner exposed. Multiple sheets must be stapled into sets.)**
- \_\_\_ 2. **If under 600 square feet Exempt, CEQA Guidelines Section 15303. NO FEE REQUIRED. Otherwise, collect CEQA Exemption Review fee.**
- \_\_\_ 3. **Do not collect DPW deposit at intake. Planner may request later.**
- \_\_\_ 4. Inform applicant that project goes to local Community Planning Group and/ or Design Review Board for recommendation.